



Littleton Public Schools News Tip

PLEASE COPY AND USE TO PUBLICIZE YOUR GOOD NEWS!

This form works for *Contact*, area newspapers, TV stations, and more.

TODAY'S DATE: _____
(Please allow at least two weeks' notice.)

News Tips are shared "as is" with the media.

**Person Reporters
Should Contact**

Title _____

Telephone No. _____

School _____

School Address _____ **City & Zip** _____

WHO?

(is involved)

WHAT?

(is happening)

WHEN?

(date and time)

WHERE?

(include address)

DETAILS?

(What makes
it unique?)

RETURN through your principal or department head to Communications for distribution to the media.

PLEASE NOTE: Communications mails News Tip forms every Friday to the appropriate local and metro area media. If your News Tip reaches us by Thursday's pony, it will be included.